

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.





# AGRICULTURAL LIBRARIES INFORMATION NOTES

## NATIONAL RESOURCE PUBLICATIONS

A *Memorandum of Understanding* was established upon the recommendation of the National Agricultural Libraries Network designating the state land-grant libraries as repositories for the land-grant agricultural publications of their respective states. This agreement was sent in January 1973 to directors or other appropriate officials of the larger land-grant libraries; it was viewed as an interim step to initiation of a microfilming program of this literature.

The state signatories of the *Memorandum* agree to provide access to these publications under the usual terms of the university library, on loan or photocopy. The certainty that one institution has accepted national responsibility offers other libraries the opportunity to evaluate the need to retain older experiment station and extension service publications. This is particularly true of institutions outside their immediate region or distinctly different in geographic influences. Some land-grant libraries under the pressure of space limitations have been able to relinquish, transfer, or select collections within the past two years with the knowledge that retention is assured in the home state of the publication.

The following institutions have signed the *Memorandum of Understanding* with the National Agricultural Library for the retention of these National Resource copies: Auburn University; Universities of Arizona and Arkansas; Colorado State University; Universities of California, Delaware, Florida, Georgia, Idaho, Illinois, Iowa State University; University of Kentucky; Louisiana State University; University of Maryland; University of Massachusetts; Mississippi State University; University of Missouri; Montana State University; University of Nebraska; University of Nevada; New Mexico State University; North Carolina State University; North Dakota State University; Oklahoma State University; Pennsylvania State University; South Dakota State University; University of Tennessee; Texas A&M Univer-

sity; Utah State University; Virginia Polytechnic University; Washington State University; University of Wisconsin; University of Wyoming.

Six New England land-grant libraries, several of which have signed the *Memorandum*, are cooperatively filming the publications with NAL. The *Memorandum* calls for acceptance of microforms as a substitute for the hard copy items because of deterioration of the originals.

## MICROFILMING STATE-LAND GRANT AGRICULTURAL PUBLICATIONS

On June 20, 1975, the New England States of Connecticut, New Hampshire, Maine, Massachusetts, Rhode Island, and Vermont, under the director of the New England Board of Education joined with the National Agricultural Library to microfilm their state land-grant publications on a shared cost basis. Cooperators in this project are the librarians of each state's public land-grant university. Microfilming will be on a shared cost basis.

The purpose of the project is primarily archival since many of the documents are rapidly deteriorating. NAL and the cooperating libraries feel a strong obligation to preserve these documents on film for scholars. Documents to be filmed include those of the agricultural experiment stations, extension services, colleges of agriculture, forestry, and home economics. Prime emphasis will be given to filming long serial runs of those organizational units from their inception through 1969.

Many institutions will be interested in obtaining these documents on film as replacements for old files or to extend their existing holdings. The Cooperators will receive microfilms of their home state documents; NAL will retain one archival quality master negative of all items filmed. The Vendor, Graphic Microfilm of New England, Inc., will have retention, duplication, and sale rights

from its original master and will provide notice of availability in promotional materials.

Filming of documents began in July 1975 and has been completed for two states. Bids for filming documents of three states has been delayed due to experience factors.

The Agent of the New England Board of Higher Education, Warner-Edison Associates, Inc., is monitoring the input of documents from the Board and working with contractors to make sure bibliographic standards are being met.

NAL intends to continue the filming program until the major publications of each of the fifty states are filmed. In addition to the New England States, cooperative agreements have been signed with appropriate officials in California, Florida, and Kentucky.

## SERVICE TO USDA EMPLOYEES IN NEW MEXICO AND OKLAHOMA

Improved library service to USDA scientists and researchers in New Mexico and Oklahoma became available October 1, 1975. For years USDA employees in these states have sent requests for books and journal articles directly to the National Agricultural Library. This service is now provided through the major land-grant institutions in each of these states and the Southwest Regional Document Delivery Center. Texas A&M University is the co-ordinator of the Center, which includes Texas, Louisiana, New Mexico, and Oklahoma. During past years of operation delivery time on requests from field personnel in Texas and Louisiana has been substantially reduced.

If a book or photocopy of a journal article is not available from the requestor's land-grant library, that library will forward the requests to the Southwest Regional Document Delivery Center for completion. If it cannot be completed there it will be forwarded to the National Agricultural Library. A book or photocopy may, therefore, come from the requestor's home state, Texas, or NAL.

The land-grant libraries have the privilege of imposing their own requirements for bibliographic description and loan. The basic procedures are:

1. The AD-245 (8-71) document request form will be completed as previously. This is a four-part, USDA form available through Federal supply channels. In case the form is temporarily not available, a request

with full bibliographic information may be submitted on USDA letterhead. The ARS Current Awareness Literature sheets may be submitted, one citation clearly marked, and a single sheet for each citation desired.

2. Send the form directly to

### IN NEW MEXICO

Interlibrary Loans  
New Mexico State  
University Library  
P. O. Box 3475  
Las Cruces, New  
Mexico 88003

In extreme cases of rush  
call: (505) 646-4737

### IN OKLAHOMA

Interlibrary Loans  
University Library  
Oklahoma State  
University  
Stillwater, Oklahoma  
74074

In extreme cases of rush  
call: (405) 372-6211,  
ext. 6070

3. Field Forest Service research personnel using a regional Forest Service Library should continue to do so. Requests should be checked with any local field library before forwarding to a land-grant.

Mr Wallace C. Olsen is authorized contact at NAL to receive special problems and comments, (301) 344-3843.

A new regional center is being established December 1 with the University of Minnesota, St. Paul as coordinator to provide services to USDA personnel in that region as described above.

## MRS. JEANNE M. HOLMES NAMED DEPUTY DIRECTOR FOR RESOURCE DEVELOPMENT OF THE NATIONAL AGRICULTURAL LIBRARY

Effective September 28, 1975, Mrs. Jeanne M. Holmes was appointed Deputy Director for Resource Development of the National Agricultural Library, succeeding Samuel T. Waters, now Associate Director of the Library. In her new position, Mrs. Holmes has primary responsibility for the Library's technical services, including acquisitions, cataloging, serials, and indexing. She was formerly Chief of the Analysis Division, which performs the cataloging and indexing functions.

Mrs. Holmes earned her B.A. degree from George Washington University in 1943 and her MSLS from Columbia University in 1952.

Immediately after her graduation from college, Mrs. Holmes began her career with the U.S. Department of

Agriculture in an editorial position with the Commodity Credit Corporation. She remained with the Department until 1947, when she left the Washington area to accompany her husband to Columbia University where both pursued graduate study and Mrs. Holmes was on the staff of the University Libraries.

Upon completion of her degree in library science at Columbia, Mrs. Holmes joined the staff of the then U.S. Department of Agriculture Library. During the 1960's, she played an active part in the preparation and publication of the Preliminary Edition of the *National Agricultural Library Subject Heading List* and of the *Agricultural/Biological Vocabulary*.

The present computer-based catalogs, in card and book form, have evolved under Mrs. Holmes's direction. She has been responsible for the development of NAL's machine-readable CAIN (CAataloging and INdexing) data base since its inception in 1970.

Mrs. Holmes is the Library's technical liaison with AGRIS, the International Information System for the Agricultural Sciences and Technology, sponsored by the Food and Agriculture Organization of the United Nations. She has also served on a number of interlibrary committees, panels, and advisory groups, including those of the Committee on Scientific and Technical Information, Federal Library Committee, and the U.S. National Libraries Task Force. She is an active member of the major professional societies, such as the American Library Association, Special Libraries Association, and American Society for Information Science. The U.S. Department of Agriculture has twice, in 1968 and 1974, conferred on Mrs. Holmes its Superior Service Award.

Mrs. Holmes resides in Silver Spring, Maryland, with her husband, Robert, Assistant Director (Processing Services), Processing Department, Library of Congress.

## **RATHBONE NAMED EDITOR AT UNIVERSITY OF MARYLAND**

Robert B. Rathbone has been appointed Agricultural Editor and Chairman of the Information and Publications Department, University of Maryland. Jack Owen, acting chairman for the past 18 months, will return to the post of associate editor.

Before coming to the University, Rathbone was Director of Information for the Agricultural Research Service (ARS), U.S. Department of Agriculture, for the past ten years.

A native Kansan, Rathbone graduated from Kansas State University in 1942 with a B.S. in journalism; he earned the M.S. degree in communications from American University in 1959.

Following two years as a reporter and editor on daily and weekly newspapers in Kansas and a three-year hitch as a U.S. Naval officer during WW II he served as assistant editor with the North Dakota Cooperative Extension Service for five years.

In 1950 he came to the USDA Agricultural Research Service in Washington, D.C. as a research reporter. During the past 25 years he has been a campaign director, speech writer, section head, branch chief, assistant director, and since 1966, director of information for ARS.

Rathbone is a long-time member of the American Association of Agricultural College Editors; he is also a member of the American Agricultural Editors Association, National Association of Science Writers and the Society of Professional Journalists. In 1970, USDA honored him with the Department's Superior Service Award.

At the University of Maryland, he will be responsible for the agricultural affairs information program through the mass media as well as the editorial functions on all Cooperative Extension Service and Agricultural Experiment Stations publication.

## **INFORMATION CENTERS AND LABORATORIES**

### **MOISTURE UTILIZATION IN SEMIARID TROPICS: SUMMER RAINFALL PROJECT**

In July 1974 the University of California, Riverside, received an AID 211(d) grant to improve its research and advisory capabilities in the field of agriculture in the semiarid tropical regions of the developing countries. The primary focus of this project is water conservation and utilization, and the geographic emphasis is on the Sahel region of West Africa.

A primary output of the Project is the establishment of an Information Center and computerized data base. The Information Resources Team of the MUSAT: SRA project, fully operational since February 1975, has made significant progress in this quarter. Under the directorship of the Project Librarian, Gretchen Dihoff, a data base of 2500 items, with approximately 3000 more in preparation has been put on computer. This data base is

printed out monthly, with indexes by author, title, subject, geographic location, source, and, where appropriate, organization or affiliation of research sponsorship. The data base includes citations to monographs, journal articles, reports, maps, reprints, and other kinds of items.

The Information Center does not constitute a separate library in the UCR system. The bulk of entries on the data base comprise items already in the collection, and the majority of orders will be cataloged and shelved in the main collection. Reprints, sheet maps, reports, and a number of items needed for immediate use are housed in the Project Reading Room. This collection, which is uniformly bound and processed, will eventually be made a part of the main collection at the end of the Project term.

The collection and data base contain material dealing with dryland agriculture worldwide, problems of agriculture in the semiarid tropics, and items touching on all aspects of life in the Sahel region. All material listed on the data base at this point is available in the UCR collection. Searches can be run on specific requests.

A directory of specialists in dryland agriculture, the semiarid tropics, and agricultural development in Africa is in process. This, like the data base, will be computerized, and will be indexed by name of individual, organization, country of location, geographic area of interest, and field of specialization.

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## PACFORNET

The Pacific Coast Forest Research Information Network is a new system that provides technical information services to forestry professionals in the five West Coast states: Alaska, Washington, Oregon, California, and Hawaii.

*PACFORNET* is a personalized service, designed to help provide the latest scientific and technical literature to professionals in the many sciences related to forestry: forestry, chemistry, ecology, entomology, zoology, engineering and others. It is not a traditional reference library in the sense that users visit the library to obtain books or periodicals. Rather, it is a large information network with access to many technical libraries and other information sources across the country.

*PACFORNET* evolved from a similar information system called *CALFORNET* which has been in use since

1972 at the Forest Service's Pacific Southwest Forest and Range Experiment Station in Berkeley, California.

There are two principal service points: *PACFORNET* (South) at the Pacific Southwest Forest and Range Experiment Station; and *PACFORNET* (North) at the University of Washington in Seattle.

## SERVICES PROVIDED

*Monthly Alert:* Users receive the Monthly Alert, a selected listing of new acquisitions from the *PACFORNET* libraries. All materials listed are available for loan.

*General Literature Service:* *PACFORNET* users may request the loan of any published material pertinent to their professional work. The *PACFORNET* service point will either send the material from their own shelves, or borrow it from another source.

*Literature Searches:* *PACFORNET* service points will perform manual or computer bibliographic searches as time allows.

*Reference Services:* General and technical information questions may be referred to the *PACFORNET* service points. Questions that cannot be answered there will be referred to another source in the network, perhaps to researchers or other professionals working on that topic.

## WHAT DOES IT COST?

Direct cost to the user is minimal. Most of the costs have already been paid, through a contract between the Forest Service and the participating libraries. Loan of books and periodicals and other services are free. A charge may be made for copying long articles, for example, those over 100 pages. Charges may also be made for some computer searches.

## HOW TO USE

Simply pick up the telephone and dial the nearest *PACFORNET* service unit.

### *California and Hawaii*

*PACFORNET* (South)  
Theodor B. Yerke  
*PACFORNET*  
Coordinator  
Forest Service

### *Oregon and Washington*

*PACFORNET* (North)  
Forest Resources Library  
AR-10  
University of Washington  
61-9719

*California and Hawaii  
continued*

P.O. Box 245  
Berkeley, California  
94701  
Phone: (415) 486-3173

*Oregon and Washington  
continued*

Seattle, Washington 98195  
Phone: (206) 543-7484  
FTS: (206) 442-1076

#### *Alaska*

PACFORNET (North, except that people in Alaska may use the library at the office of the Pacific Northwest Forest and Range Experiment Station in Juneau, P.O. Box 909, Juneau, Alaska 99802  
Phone: (907) 586-7301

#### WHO CAN USE PACFORNET?

*In California and Hawaii: In Washington and Oregon:*

Forest Service, USDA  
California Division of  
Forestry  
Hawaii Division of  
Forestry  
School of Forestry and  
Conservation, University of California,  
Berkeley  
School of Forestry,  
Humboldt State College (Faculty and graduate students)  
Private sector forestry  
Through county  
libraries

Forest Service, USDA  
Washington Department  
of Natural Resources  
Oregon State Department  
of Forestry  
College of Forest Resources, University of  
Washington  
Department of Forestry  
and Range Management,  
Washington State University  
School of Forestry,  
Oregon State University  
(Faculty and graduate students)  
Private sector forestry

*In Alaska:*

Forest Service, USDA  
Alaska Department of  
Natural Resources

#### NEWS NOTES

In consideration of the American Bicentennial, WGTS-FM (Public Radio from the Campus of Columbia Union College) a non-profit, educational radio station is planning a series of programs on the theme "Great

American Giving". Dr. Alan Fusonie, Curator of Special Collections, NAL is providing several three-to-five minute programs on individuals who gave of their best to improve agriculture.

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Dr. Dean Gamble and Mr. Charles Bebee, Library Services, NAL will participate in a symposium at the meetings of the American Association for the Advancement of Science, February 1976 on "Unappreciated Indigenous Foods of Exceptional Nutritional Value" organized by Dr. Marjorie Grant Whiting. Topics under consideration are

1. Role of seed herbarium, USDA, Beltsville
2. Role of germ plasm centers
3. Problems of communication and reporting
4. Design of MODEL FOOD PLANT
5. Resources for information retrieval
6. Reasons for past failures (for example, propagation and promotion of Barbados cherry)
7. Example of successes (red palm oil in Indonesia).

For further information contact Dr. Whiting at 407 5th St., S.E., Washington, D.C. 20003

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Richard A. Farley, Director, National Agricultural Library has been elected to the Board of Directors of the Association of Research Libraries (ARL) for a three year term.

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The 1975 Margaret Mann Citation for outstanding achievement in classification and cataloging was awarded to Margaret W. Ayrault, University of Hawaii. Miss Ayrault is a former member of the USDA Library (NAL) staff.

#### NAL SERIAL GAP LIST — NO. 10

*The following journal issues are this month's continuation of the list of gaps in NAL's collection. If you can furnish any of these items, please address to:*

Selection Section — GAPS  
National Agricultural Library  
10301 Baltimore Blvd.  
Beltsville, MD 20705

1. *Archiva veterinaria* (Bucharest. Institutional de

Cercetari Veterinare) 4:3-5, 1968.

2. *Bulletin of epizootic diseases of Africa* (Nairobi, Inter-African Bureau of Epizootic Diseases) 21:3, 1973; 22:4, 1974.
3. *International Journal of Environmental Studies*. 2:2-4, 1971; 4:1-4, 1973; 5:4, 1973.
4. *Journal of experimental zoology*. 165:3, 1967; 179:3, 1972.
5. *Plasticulture* (Paris. Comite International des Plastiques en Agriculture) Nos. 1-4, 1969; 5, 8, 1970; 14-16, 1972; 17-18, 1973.
6. *Soap/cosmetics/chemical specialties* 43:1-12, 1967; 44:1-12, 1968; 45:1-12; 1969; 46:1-12, 1970; 48:10-11, 1972; 49:1-7, 1973; 50:7, 1974.

## NEW PUBLICATIONS OF NOTE

*American Poultry History (1823-1973)* American Poultry Historical Society, Inc. \$25.00 (No C.O.D. or billing orders accepted). Order from: American Poultry Historical Society Inc., Professor John L. Skinner, President, Poultry Science Department, University of Wisconsin, Madison, Wisconsin 53706.

*Changes in rice farming in selected areas of Asia*. Manila, International Rice Research Institute. 373p. \$2.50 surface mail: \$6.00 air mail. Available from IRRI, P.O. Box 933, Manila, Philippines.

*A list of references for the history of the United States Department of Agriculture*. Maryanna S. Smith. Agriculture History Center, University of California at Davis.

*A list of references for the history of agriculture in California*. Richard Orsi. Agricultural History Center, University of California at Davis. Bibliographies may be obtained by librarians upon request, without charge, while they last. Order from: Periodicals Department, University of California Press, 2223 Fulton St., Berkeley, CA 94720.

*Microbial and parasitic foodborne infections and intoxications: a selective annotated bibliography*. Fritz Gluckstein, National Library of Medicine. Free. Covers the journal literature from 1972 through the third quarter of 1974, and other publications from 1965 through the third quarter of 1974. Requests should contain full titles and include a self-addressed mailing label (no postage necessary). Send requests to: Reference

Services Division, National Library of Medicine, 8600 Rockville Pike, Bethesda, Md 20014.

*Nutrition and numbers in the Third World*. J. George Harrar. (1974 W.O. Atwater Memorial Lecture). Free. Order from: Agricultural Research Service, USDA, Publications Branch, 350-CB-1, Hyattsville, MD 20782.

*100 Years: a century of growth through agricultural research*. Nancy J. Bunker and Tom Dupree. Athens, University of Georgia, College of Agricultural Experiment Stations, 1975. 15p. (Special Publication No. 2). Apply to: Agricultural Experiment Station, Editorial Office, c/o Mrs. Ethel Callaway, 109 Conner Hall, University of Georgia, Athens, GA 30602.

*Ozark farm boy to university professor emeritus. An autobiography*. Ernest M. Funk, June, 1975. 80p. Privately published. Out of print except for a limited number of copies available to libraries that may request a copy by writing directly to: Dr. E. M. Funk, Poultry Department, University of Missouri, Columbia, MO 65201.

*Rare or endangered vascular plants of New Jersey*. David E. Fairbrothers and Mary Y. Haugh. 53p. (*New Jersey State Museum Science Notes* #14, Nov. 1973). 75¢. Order from: Publications Dept., New Jersey State Museum, Trenton, New Jersey 08625.

*USDA programs of interest to American Indians*. 76p. Describes programs available to American Indians through USDA. Sections dealing with agriculture, communities, conservation, food, and housing are indexed and illustrated with colorful Indian designs. Free. Request from: Office of Equal Opportunity, Indian Desk, U.S. Department of Agriculture, Washington, D. C. 20250.

## CORRECTION

In the September issue of *Agricultural Libraries Information Notes*, the following documents were cited as free: *Utah Natural Resources and Land Use Information System and Thesaurus of Land Use and Resource Management Terminology*. Both documents, with fiche, are available from Robert D. Woolley, Merrill Library, Utah State University, Logan, Utah 84322 at a cost of \$10.00 and \$5.00 respectively. Please send a return address label with your request.

## HAVE YOU READ?

*CAIN: a computerized literature system for agricultural*

sciences. Joseph F. Caponio and Leila Moran. In *Journal of Chemical Information and Computer Sciences*, Vol, 15, No. 3, 1975.

## AGRICULTURAL DATEBOOK

November 17-20: NATIONAL AGRICULTURAL OUT-LOOK CONFERENCE. U.S. Department of Agriculture, Washington, D.C. Sponsored by USDA's Economic Research Service and Extension Service.

December 3-5: KEEP AMERICA BEAUTIFUL, Inc. 22nd Annual Meeting. Mayflower Hotel, Washington, D.C. (KAB, 99 Park Ave., New York, New York 10016).

December 3-5: AMERICAN COLLEGE OF VETERINARY PATHOLOGISTS, Holiday Inn, San Francisco, California. (N.E. Cheville, Box 70, Ames, IA 50010).

## 1976

January 18-24: ALA Midwinter Meeting. Palmer House, Chicago, IL.

January 20: TORREY BOTANICAL CLUB, New York City. (Annette Hervey. New York Botanical Garden, Bronx, New York 10458).

January 29-31: SLA Winter Meeting, Netherland Hilton, Cincinnati, Ohio.

February 16-20: EFFECTIVE USE OF OCLC, Kent State University Library. Primarily for mid-management/systems persons in institutions beginning network participation. A. M. Allison, University, Library Services Kent State University, Kent, Ohio 44242.

March 7-10: NATIONAL FEDERATION OF ABSTRACTING AND INDEXING SERVICES, Annual Conference.

June 27 — July 1: WORLD FOOD CONFERENCE, Ames, Iowa. Contact: Lorin E. Harris, Director, International Feedstuffs Institute, College of Agriculture, Utah State University, Logan, Utah 83231.

July 18-24: ALA ANNUAL CONFERENCE, Chicago, IL.

October 17-22: INTERNATIONAL ASSOCIATION OF WATER POLLUTION RESEARCH. 8th Conference, Box 2609, G.P.O., Sidney 2001 Australia.

October 31— November 4: ASIS, 39th ANNUAL MEETING, San Francisco Hilton, San, Francisco.

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AGRICULTURAL LIBRARIES INFORMATION NOTES is published monthly by the U.S. Department of Agriculture, National Agricultural Library, Beltsville, MD 20705. Leila Moran, Editor.



SUPPLEMENT: November 1975

FILM PROGRAM

Films for employee development will be shown every Tuesday afternoon in Room 1402-D, beginning November 11. There will be two showings: 1:00 p.m. and 2:00 p.m. The films shown will be selected from the broad categories of management, communication, supervision, safety, EEO, and upward mobility. From time to time, a film of broad general interest will be shown. A flyer will be circulated every Friday announcing the films to be shown the following week. Suggestions for films to be included in this program should be made to Katherine Daley or Leila Moran.

Visitors at NAL

- Oct. 21: Dr. E.S. Fenelonov, Chief, Central Information Computer Center, USSR Ministry of Culture; Dr. Ryabov, Deputy Director, Lenin Library; Dr. Mrs. O.I. Babkina, Chief, Catalog Division, Lenin Library.
- Nov. 5: A group of Chinese meteorologists, escorted by Mr. H. Sprengler, editor of Meteorological Abstracts, toured the Library.
- Nov. 6: Library of Congress interns (17 people).
- Nov. 10: Grocery Manufacturers of America Technical Committee.
- Nov. 12: National Academy of Sciences (group of 15).
- Nov. 13: Group from Animal Physics and Genetics Institute.
- Nov. 20: Dr. Bozo Tezak, University of Zagreb, Yugoslavia.
- Nov. 21: Robert Chartrand and staff members of the Congressional Research Service, Library of Congress.

### Peripatetic Staff

Jessie Ostroff attended the Annual Medline Workshop, Morgantown, West Virginia September 30 to October 2, 1975.

Leslie Kulp, Harry Kemp, Jessie Ostroff, Gerald Sophar, and Richard Farley attended the ASIS 1975 Conference in Boston.

William Thies attended the Annual Research Plant Engineers Meeting, New Orleans, La. October 20-24, 1975.

Alan Fusonie attended the Oral History Association Workshop and Colloquium in Asheville, N.C.

Richard Farley represented NAL at the BIOSIS Meeting, Philadelphia, Pa. Nov. 1 and 2.

Richard Farley traveled in England and France Nov. 8-16.

### PERSONNEL ACTIONS

<u>APPOINTMENTS</u>	<u>Position</u>	<u>Section</u>	<u>Eff. Date</u>	<u>Grade</u>
William Wilson	Stu. Aid	Utilization	10/6/75	
Michael Robinson	" "	DC Brance	10/26/75	
Cynthia Johnson	" "	Reference	10/26/75	
Albert Johnson	Techncl Info Spec1st	Indexing	10/12/75	GS-9
Regina Duck	Lib. Aid	Utilization	10/12/75	GS-2
Karen Walker	Clk. Typ. (temp)	Office Dir.	10/9/75	GS-2

### TRANSFERS

Betty Baxtresser	Librn	DC Branch	10/11/75	GS-12
Olga Lendvay	"	Indexing	10/31/75	GS-11

### DEATH

Desvernier Johnson	Lib. Technen	Procurement	10/3/75	GS-5
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### PROMOTION

Idalia Acosta	Librn	Catalog	10/26/75	GS-9
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### REASSIGNMENT

Paul Ritter	Stu. Aid	Computer Application	10/26/75	
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UNITED STATES DEPARTMENT OF AGRICULTURE  
NATIONAL AGRICULTURAL LIBRARY  
BELTSVILLE, MARYLAND 20705

EQUAL EMPLOYMENT ADVISORY COMMITTEE MINUTES

REGULAR MEETING

The regular monthly meeting of the EEOAC was held at 10:35 a.m. on September 16, 1975 in room 1402-C. The meeting was chaired by Tatiana Tontarski.

PRESENT

Diana Claburn, Wallace Reeves, Mike Thomas, Carrie Johnson, Betty Daniel, Tatiana B. Tontarski, Jennie Brogdon, Helen White, Joe Swab, Leslie Kulp, Katherine Daley, Gerald Sophar. A special welcome to Diana Claburn who was appointed on August 20th.

MINUTES OF THE AUGUST MEETING  
CORRECTIONS OF THE AUGUST MEETING

Wallace Reeves was not present. The EEO Action Plan for FY 1976 to date has not been approved. Ms. Brogdon has resigned the position of FWPC effective October 6. Minutes were approved as corrected.

MINUTES OF THE JULY MEETING  
CORRECTION OF THE JULY MEETING

Agricultural Research Service is sponsoring this chapter. Whole line to be deleted. Minutes were approved as corrected.

APPROVAL OF THE AGENDA

The agenda was approved.

REPORT OF THE EEO AND 16-POINT COORDINATOR

The first EEO Action Plan submitted without guidelines was not approved. The second EEO Action Plan submitted following the guidelines was approved. There will be no further participation in Upward Mobility programs by NAL until the problems have been resolved by the USDA Department.

The Narrative Progress reports are due in June and December. If there are to be any changes or suggestions made Mrs. Daley would like to have them presented to her before the due dates.

A GS3 appointee, Rita Leyba will be placed by Jan. 5 from New Mexico Highlands University, Las Vegas, New Mexico. She is a sophomore at the University and will be taking Library Science courses after training with us.

### REPORT OF THE FWP COORDINATOR

Jennie Brogdon attended the monthly meeting of the USDA Department. Some of the FWPC's plans for the coming months are:

EEO Awareness Week	Sept. 29 - Oct. 3
October 3	International Women's Year Day
October 1-3	Celebration of FWY to be held at Beltsville. Some of the workshops will be held at NAL so it is hoped a number of the staff will attend. Information on these workshops is on display and individual announcements will be sent.
Month of November	Secretaries exhibit. Ms. Brogdon will need help making posters.
Month of December	Peace & Joy Day

### REPORT OF EEOAC CHAIRWOMAN

Mrs. Tontarski reported that she had forwarded the Committee's evaluation of the Action Plan of 1974 to Dr. Farley. She sent a memo to Dr. Farley as requested by this committee pertaining to the NAL training budget and the request that the FWP coordinator be allowed more time for the activities of the FWP.

### OLD BUSINESS

Correction on Action Plan FY 1976, page B2. Delete line "There are no employees in clerical or para-professional jobs with college degrees".

Mrs. Tontarski would like to see a calendar of responses set up in plenty of time to complete appraisal of the 1976 Action Plan by the EEO Committee. She is going to appoint the co-chairman David Ferguson to go over the Action Plan.

There followed a discussion on how to handle nominations given to Dr. Farley for the FWP coordinator and 4 counselors. We are allowed four counselors because there should be a counselor for every 50 employees. It was suggested that a complete list of all names be given to Dr. Farley without tally. A complete list should be given to each committee member so they may make suggestions to go along with the list to Dr. Farley.

### NEW BUSINESS

Debra Allen resigned from EEO Committee. Sub-committee to screen best films from list of films; Jennie Brogdon, Joseph Swab and Wally Reeves.

Dr. Farley will schedule first meeting with sub-committee.

The next meeting will be held October 21.

Meeting adjourned at 11:55 a.m.

Betty Daniel  
Assistant Secretary

LIBRARY EMPLOYEES ADVISORY COMMITTEE  
NATIONAL AGRICULTURAL LIBRARY

MEMBERS PRESENT:

Janet Strickling  
Tom Jones  
Sharon Crutchfield  
Marianne Davies  
Melody Snare

Mary Greenfield  
Joyce Myers  
Joseph Swab

MEMBERS ABSENT:

Iris Few  
W.P. Liao  
Harry Kemp  
Marian Sullivan  
Bill Thies  
Carl Younger

OCT. 8, 1975--The meeting was called to order at 10:30.

There was one correction to the agenda on "new business". Another edition of the NAL cookbook.

The Training Committee meeting minutes will be in the ALIN from now on. Mr. Swab will not report them at LEAC anymore.

Dr. Farley has said that there will be no library-wide Christmas Party this year. Each section will have its "Open House."

The Cafeteria Committee report will be given at our next LEAC meeting.

If anyone is interested in being on the Cookbook committee, please contact Marianne Davies.

With regard to magazine racks for the 14th floor lounge, the magazines most people are interested in are in the stacks. Because of cost and problems of obtaining subscriptions, the idea appears impractical.

It was suggested by Joyce Myers that LEAC give a basket of food or a collection of canned goods to a needy family around Thanksgiving time. Anyone who has any ideas on this subject please talk to a LEAC representative or Joyce Myers.

The meeting was adjourned at 11:15.

THE NEXT MEETING IS ON WEDNESDAY, NOV. 5th, AT 10:30 IN ROOM 1402F.

NOV. 5, 1975

MEMBERS PRESENT

Tom Jones  
Marianne Davies  
Mary Greenfield  
Harry Kemp  
Wei Ping Liao

Melody Snare  
Joseph Swab  
Joyce Myers  
Janet Strickling  
Iris Few

MEMBERS ABSENT

Sharon Crutchfield  
Marion Sullivan  
Bill Thies  
Carl Younger

The meeting was called to order at 10:30.

The minutes and the adgenda were approved.

The Training Committee was abolished as of Friday, Oct. 31, 1975. The function of the Training Committee will be dealt with in other ways. One of the many reasons for the abolishment of the Training Committee was

the failure to make certain reports to Dr. Farley.

The patio on the 14th floor will be open on nice warm weather days from 7:30 to 4:30. It will be closed during the winter.

A contract has been made for replacing screens on the patio. After that work has been done the dirt left by the birds will be cleaned up.

Many people have asked what has happened to the ash trays in the employees' lounge on the 14th floor. Mr. Thies indicated that some employees have been taking them back to their desks, or that people use them in the conference rooms without returning them. Patrons are asked to return "borrowed" ash trays.

Iris Few reported on the findings of the second survey of the Cafeteria Committee. A summary of the survey was handed out to the LEAC representatives. Iris Few said that she did not have a chance to schedule a second meeting with WOMETCO as yet, but plans to do so soon. The results of this meeting will be announced at the next LEAC meeting.

According to Marianne Davies there was not much of a reaction to the possibility of getting another edition of the NAL Cookbook out. Only 44 people said they would be interested in the original cookbook and a few more people in the revision of the cookbook. The result was not overwhelming. LEAC decided not to publish a new edition of the cookbook at this time.

LEAC decided it will continue with the "Basket for the Needy" project. It will collect canned goods contributed by the staff and purchase a turkey to present to a needy family or group. A committee chaired by Joyce Myers and including Tom Jones, Harry Kemp, and Melody Snare, will be responsible for accepting suggestions for a potential family or group to receive the contribution, investigate the merits of each, and conduct the business of collecting the contributions of the staff, and making the final award. Interested persons should bring their donations to LEAC representatives or committee members prior to Friday, November 21. If people have any suggestions please contact the committee.

After debating the pros and cons of a Library-wide Christmas Party in the manner of recent years as opposed to sectional "Open House" parties, LEAC voted to recommend to Dr. Farley to reconsider the question in favor of a Library-wide party.

The election of new members will be taken up in the next LEAC meeting.

The meeting was adjourned at 11:45.

THE NEXT MEETING WILL BE ON DEC. 3, 1975, AT 10:30 IN ROOM 1402F UNLESS OTHERWISE NOTIFIED.

*Janet Strickling*

Janet Strickling, LEAC Secretary